

eMARS infoAdvantage Report Designers User Group Meeting August 22 - 24, 2006



Kentucky
UNBRIDLED SPIRIT™

Meeting Agenda

- Introduction
- Universes
- Available Reports
- Custom Reports Request Process
- Common Issues and Tips
- Question and Answer
- Next Steps

Alex Whitenack
Patrick O'Connell
Jennifer Duvall

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Visit the eMARS Web Site

<http://finance.ky.gov/internal/emars/>



Our Cabinet

Doing Business With Kentucky

Internal Resources

Archibus

Cabinet Standard Procedures

Customer Resource

eMARS

Emergency Procedures

MARS

Postal Services

Procurement Cards

Surplus Property

Travel Regulations

Buildings and Properties

Newsroom

eMARS - enhanced Management Administrative Reporting System

Applications

- [eMARS \(Financial Production\)](#) **NEW**

Communication

- [Agency Implementation Contacts](#) (07/07/06)
- [Contact Us](#)
- [Frequently Asked Questions](#) (05/31/06)
- [Newsletters](#) (08/03/06) **update**
- [News and Alerts](#) (on-going as needed) **update**
- [Presentations](#) (05/11/06)

eMARS Project Info

- [Project Calendar](#)
- [Project Goals and Objectives](#) (10/19/05)
- [Project Team Organization Chart](#)
- [Project Team Contact Information](#) (2/16/06)

Training

- [eMARS End-User Training](#) (ISGs, Materials, Manuals) (07/20/06)
- [Registration](#) (06/28/06) (Schedule, Catalog, MARS to eMARS Document and Course Map, and more)
- [Project Training Materials](#) (02/10/06)
- [Train the Trainer](#) (04/04/06)

Support Orgs

- [Customer Resource Center](#)
- [Statewide Accounting Services](#)
- [Commonwealth Office of Technology](#)
- [Office of Material and Procurement Services](#)
- [MARS](#)

A.I.L. Documentation

- [Agency Implementation](#) (06/12/06)
- [Cost Accounting](#) (07/03/06)
- [Chart of Accounts \(COA\) Plan](#) (08/08/06) **update**
- [Conversion](#) (08/01/06) **update**
- [Financial](#) (08/03/06) **NEW**
- [Interfaces](#) (08/01/06) **update**
- [Procurement](#)
- [Reporting](#)
- [Vendor Self Service \(VSS\)](#)
- [Security/Workflow Approvals](#) (05/19/06)
- [Surveys](#) (01/19/06) (Training, Reports, Interfaces, System Inventory)

Forms Library

- [eMARS Forms](#) (07/13/06)

eMARS News and Alerts

<http://mars.ky.gov/alerts/marsnewsalerts.htm>

eMARS and MARS
News and Alerts



Please remember to REFRESH this site frequently.

eMARS applications are available from 7:00 AM to 7:00 PM, unless otherwise noted.

eMARS Alerts - 8/15/2006 - 9:07 AM

eMARS is now available.

This site will be updated whenever there is breaking news affecting application availability.

Please bookmark this page as a favorite site.

Kentucky Finance Cabinet

Customer Resource Center

Capitol Annex, 4th Floor
Frankfort, KY 40601
Toll-free 877-973-HELP
or 502-564-9641
[Email Info.CRC](#)



[Return](#)



Universes



infoAdvantage Universes

Accounts Payable - Kentucky
Accounts Payable Open Items
Accounts Receivable
Budget Execution Universe - KY
Budget Vs Actual Measures Universe
Budget Vs Actual Universe
Chart of Accounts
Cingular
Commodity Journal Universe
Commodity Universe
Common Reference Universe
Cost Accounting
Document Catalog
ePay
Fixed Assets
General Accounting

Geographic Location
Inventory
KY Cost Accounting
PCARD_DTL
PER
Proc Solicitation Lifecycle Univ
Procurement Awards Universe
Procurement Card
Procurement Folder Universe
Procurement Matching Status
Procurement Post Awards Universe
Procurement Reference Info Universe
Procurement Requisitions Universe
Proof of Necessity
Security and Workflow
Time Universe
Travel Accounting
Vendor



infoAdvantage Universes

- CGI-AMS infoAdvantage Universes and Reports Guide documentation available on eMARS Web site @ <http://finance.ky.gov/internal/eMARS/> under the *A.I.L. Documentation/Reports* link.



General Accounting Universe

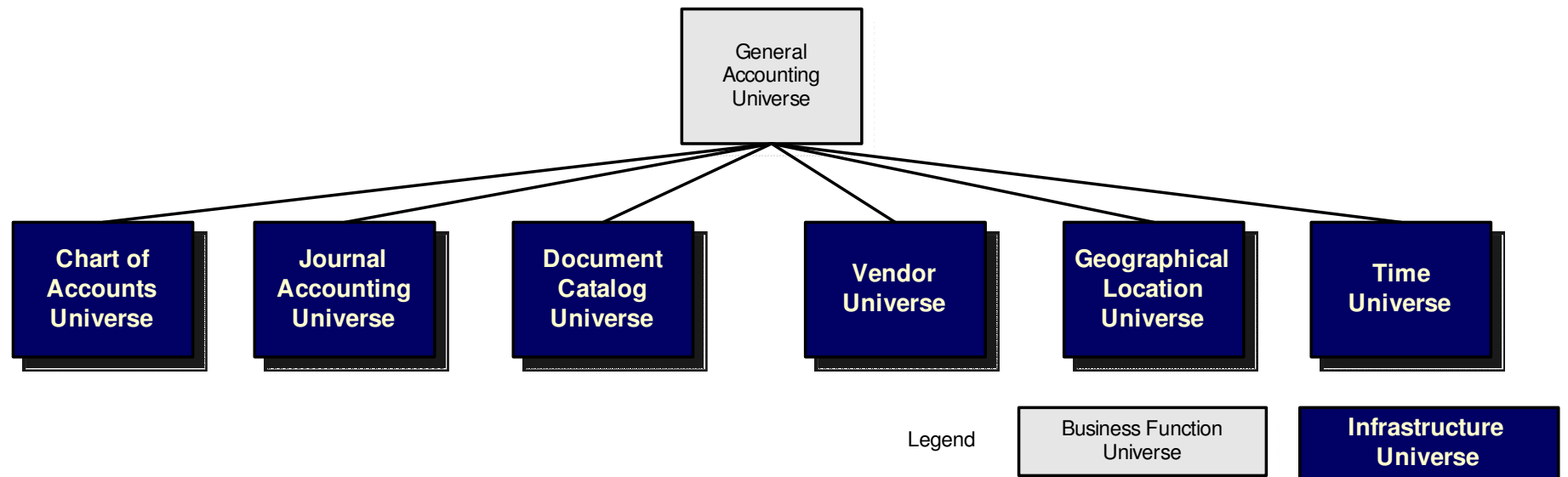


Figure – General Accounting Universe and Links

Budget Execution Universe - KY

- Budget Execution Universe - KY
 - + Vendor Customer Headquarters
 - + Accounting Period
 - + Fiscal Year
 - + COA - Fund Accounting
 - + COA - Organization
 - + COA - Detailed Accounting
 - + COA - Budgeting
 - + COA - Cost Accounting
 - + COA - Drawdown
 - + Event Type
 - + Posting Code
 - + Budget Fiscal Year
 - + Budget Structure
 - + Budgeting Journal
 - + Budget Line
 - + Budget Structure Linkage
 - + Budget Linkage
 - + Accounting Journal
 - + Commodity
 - + Document
 - + Backward Ref Document
 - + Created from User Objects
 - + Forward Ref Document

Accounts Payable - Kentucky

**Provides Check
Writer information**

- [-] Accounts Payable - Kentucky
 - [-] KY Disbursements
 - [-] Address Line 1
 - [-] Address Line 2
 - [-] Ad Run Number
 - [-] Alias
 - [-] Backup Withholding Amount
 - [-] Bank Acct Code
 - [-] Check Amount
 - [-] Check Id
 - [-] Check Date
 - [-] Check Status
 - [-] City
 - [-] Cleared Date
 - [-] Comment
 - [-] Country
 - [-] CW File Id
 - [-] CW Payment Description
 - [-] Dept Code
 - [-] Doc Code
 - [-] Doc Type
 - [-] Dw Run Id
 - [-] Fiscal Year
 - [-] Intercept Amount
 - [-] Legal Name
 - [-] State
 - [-] Unit Code
 - [-] Unit Code
 - [-] Vendor Customer Code
 - [-] Zip

infoAdvantage Reports



Available Reports

Statewide reports currently available include:

- Allotment Reports
- Budget Reports
- Cash Reports
- ePAY Reports
- Expenditure Reports
- Grants/Project Reports
- Management Budget Reports
- Revenue Reports
- Vendor Reports



Additional Reports

Reports under development include:

- Cingular
- Fixed Asset Reports
- Procurement Card Reports



Custom Report Request Process



Custom Report Request Process

- Statewide Request
 - Contact the Customer Resource Center (CRC)
 - CRC staff will work with you in collecting the needed information and log a help desk case.
 - The case will be routed to the appropriate support resource for consideration

Custom Report Request Process

- Department Request
 - Contact Your Report Designer
 - A list of department report designers is available on eMARS Web site @ <http://finance.ky.gov/internal/eMARS/> under the *A.I.L. Documentation/Reports* link.
 - Verify your reporting contacts.



Common Issues and Tips



Response Time

- Response Time When Running Reports
 - Delay in prompts showing up
 - Response time after inputting prompt information.

Common Errors

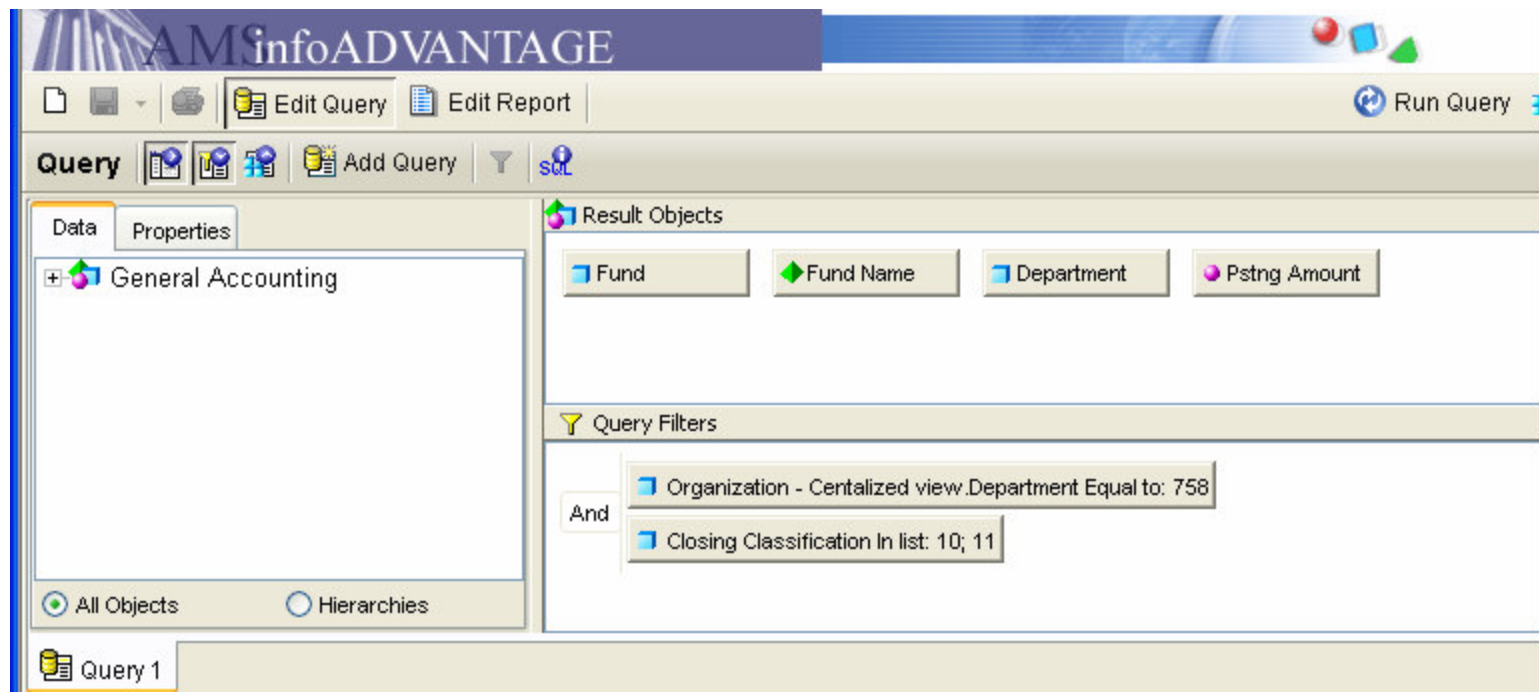
- BusObj error BOL #109 The following data providers have not been successfully refreshed: detail. (DMA007) (kyadvprod8) (returned by function Refreshing Document)
- No BOManager process available. Contact your Business Objects administrator to enable this module. (Error: WI0504) (returned by function Refreshing Document))

Formulas and Variables

- Formulas and Variables
 - Formula: A set of instructions that you enter in a cell to perform numeric calculations (adding, multiplying, averaging, etc.)
 - Variable: Used to represent a data item whose value can be changed. The variable is entered into the cell.
- When should you use?
 - You can use either a formula or a variable whenever you choose, but as good practice, you should always create a variable using the formula you need.

Formula and Variables

- Formula Example
 - Expenditures For Department 758 By Fund



Formula and Variables

–What is the percentage of expenditures for each fund?

Fund	Fund Name	Department	Total Expenditures
0100	General Fund	758	1,429,743.08
132N	Finance Social Security Interest Fund	758	24,459.88
132P	Finance OFM Income Fund	758	155,390.06
13XX	Payroll Clearing Fund	758	145,292,257.42
14D2	OC-SS Int Earned Clr-St/Co/Mn Fund	758	253,719.92
14D4	OC-CMIA Interest Fund	758	1,201,031.15
14D8	Cingular - Electronic Billing Fund	758	231,287.38
14DG	Westlaw Fund	758	87,149.47
636X	Universal Service Fund	758	272,254.52
7227	OC-So Sec State Contribution-IRS Fund	758	431,119.55
722F	NIC Payments Fund	758	54,686.5
			149,433,098.93

Formula and Variables

=Percentage([Pstng Amount])

 =Percentage([Pstng Amount])

**Expenditures For Department 758
By Fund**

Insert New Column
for Percentage
Formula.

Fund	Fund Name	Department	Percentage of Total Expenditures	Total Expenditures
0100	General Fund	758	0.96%	1,429,743.08
132N	Finance Social Security Interest Fund	758	0.02%	24,459.88
132P	Finance OFM Income Fund	758	0.10%	155,390.06
13XX	Payroll Clearing Fund	758	97.23%	145,292,257.42
14D2	OC-SS Int Earned Clr-St/Co/Mn Fund	758	0.17%	253,719.92
14D4	OC-CMIA Interest Fund	758	0.80%	1,201,031.15
14D8	Cingular - Electronic Billing Fund	758	0.15%	231,287.38
14DG	Westlaw Fund	758	0.06%	87,149.47
636X	Universal Service Fund	758	0.18%	272,254.52
7227	OC-So Sec State Contributions-IRS Fund	758	0.29%	431,119.55
722F	NIC Payments Fund	758	0.04%	54,686.5
			100.00%	149,433,098.93

Formula and Variables

- Variable Example:
 - Show Cash And Accrued Expenditures.

Variable Definition

Name: Type:

Qualification: ☐ Dimension ☒ Measure ☐ Detail

Formula Definition

☒ ☐ =If([Closing Classification]InList("11");[Pstng Amount];0)

Expenditures for Department 758 By Fund

Fund	Department	Closing Classification	Cash Exp	Accrd Exp	Total Expenditures
0100	758	10	1,544,073.07	0.00	1,544,073.07
0100	758	11	0.00	84,762.71	84,762.71
132N	758	10	23,133.85	0.00	23,133.85
132N	758	11	0.00	1,326.03	1,326.03
132P	758	10	222,128.28	0.00	222,128.28
132P	758	11	0.00	1,585.07	1,585.07

Formula and Variables

- Variable Name is “**Accrd Exp**”
- Breakdown=

IF =If([Closing Classification]InList("1 1");
THEN [Pstng Amount];
ELSE 0)

Saving Reports to Excel

- Saving Reports to Excel from Personal Documents
 - Save report created in infoAdvantage to Personal Documents.
 - Go to Personal Documents
 - Open Report
 - Click on Save and choose
Save To My Computer
Microsoft Excel Format

Saving Reports to Excel

https://reporting.emars.ky.gov - BusinessObjects InfoView - 0110 Balances 1500 Funds - Microsoft Internet Explorer

AMInfoADVANTAGE

Welcome PVJ0046

[Shared Documents](#)
[Personal Documents](#)
[Inbox Documents](#)
[Create Documents](#)
[Add Documents](#)

[Edit](#) [Save](#) [Send](#) [View in HTML format](#) [Add to My InfoView](#)

0110 Balances 1500 Funds

Save a Copy Print Email Search Select Text 115%

Options x

Report 1

Bookmarks
Signatures
Layers
Pages

0110 Balances 1500 Funds

07/29/2006

Fund	Fund Name
1501	OFM - Overnight Income/Sec Lending Fur
1502	OFM - Tri-Party Overnight Income Fund
151B	OFM - Short Term Investment Fund
151G	OFM - Treasury & Agency/Bond Investme
151J	OFM - Intermediate Investment Fund
151P	OFM - Phase 2 Investment Fund
151T	OFM - TRAN Investment Fund
151U	OFM - UK Hospital Investment Fund

Saving Reports to Excel

https://reporting.emars.ky.gov - BusinessObjects InfoView - 0110 Balances 1500 Funds - Microsoft In


AMSinfoADVANTAGE


Welcome PVJ0046


Shared Documents
Personal Documents
Inbox Documents
Create Documents
Add Documents

0110 Balances 1500 Funds

To save this document, select one of the actions below:

 **Save as a shared document**
Save this document to shared documents.

 **Save as a personal document**
Save this document to InfoView for your personal use.

 **Save to my computer**
Save this document to your computer as:

- ☒ Microsoft Excel format (.xls)
- ☐ PDF format
- ☐ CSV file.

Cancel

Saving Reports to Excel

If you receive this screen click on the error message to receive the pop up menu and select “Download File

The screenshot shows a web browser window with the address bar displaying <https://reporting.emars.ky.gov> - BusinessObjects InfoView - INFOALL Users - Microsoft Internet Explorer. A yellow security warning bar at the top states: "To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...". A red rectangle highlights this bar and a context menu that appears when it is clicked. The menu contains three options: "Download File..." (highlighted by a mouse cursor), "What's the Risk?", and "Information Bar Help".

The main content area of the browser shows the "AMSinfoADVANTAGE" header. Below it, a dark blue bar says "Welcome JRZ0012". On the left is a sidebar with links: [Shared Documents](#), [Personal Documents](#), [Inbox Documents](#), [Create Documents](#), and [Add Documents](#). The main title is "INFOALL Users". Below the title, it says "This document is being saved." and "Please click on the close button below once your download is completed." At the bottom left of the main content area is a "Close" button.

Saving Reports to Excel

https://reporting.emars.ky.gov - BusinessObjects InfoView - 0110 Balances 1500 Funds - Microsoft In




AMSinfoADVANTAGE

Welcome PVJ0046

Shared Documents
Personal Documents
Inbox Documents
Create Documents
Add Documents

0110 Balances 1500 Funds

To save this document, select one of the actions below:

-  **Save as a shared document**
Save this document to shared documents.
-  **Save as a personal document**
Save this document to InfoView for your personal use.
-  **Save to my computer**
Save this document to your computer as:
 - ☒ Microsoft Excel format (.xls)
 - ☐ PDF format
 - ☐ CSV file.

Cancel

Saving Reports to Excel

emars.ky.gov - BusinessObjects InfoView - Microsoft Internet Explorer

InfoADVANTAGE

0110 Balances 1500 Funds


This document is being saved.


Please click on the close button below once your download is completed.

Close

File Download

Do you want to open or save this file?

 Name: 0110_Balances_1500_Funds.xls
Type: Microsoft Excel Worksheet, 9.50 KB
From: reporting.emars.ky.gov

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Saving Reports to Excel

Microsoft Excel - 0110_Balances_1500_Funds[1]

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 6 B I U

G7

Fund	Fund Name	Pstng Amount
1501	OFM - Overnight Income/Sec Lending Fund	537,100.85
1502	OFM - Tri-Party Overnight Income Fund	(10,000.00)
151B	OFM - Short Term Investment Fund	(1,177,783,409.86)
151G	OFM - Treasury & Agency/Bond Investment Fund	(304,994,697.88)
151J	OFM - Intermediate Investment Fund	(1,646,700,647.42)
151P	OFM - Phase 2 Investment Fund	(88,681,000.00)
151T	OFM - TRAN Investment Fund	(143,632,383.75)
151U	OFM - UK Hospital Investment Fund	(66,691,855.00)
152B	OFM - Short Term Income Fund	6,441,799.25
152G	OFM - Treasury & Agency/Bond Income Fund	1,531,245.76
152I	OFM - Intermediate Income Fund	10,852,969.38
152T	OFM - TRAN Income Fund	387,356.69
152U	OFM - UK Hospital Income Fund	208,600.12

Report 1

Ready NUM

Start Unread Mail - Microsof... http://kyadvprod4.st... http://kyadvprod4.st... https://reporting.ema... 8/17/06 Cycle Note - ... Microsoft PowerPoint ... Microsoft Excel - 01...

Viewing and Printing Reports

AMInfoADVANTAGE Home **Personalize** Logout

Welcome JRZ0012

Shared Documents
Personal Documents
Inbox Documents
Create Documents
Add Documents

Options pages

Use these pages to customize your user settings.

Display List **View** Create/Edit

WebIntelligence Documents

Select a View format:

- ☒ HTML
- ☐ HTML (Interactive)
- ☐ PDF format (AdobeReader required)

Drill Options

For each new drill session:

- ☐ Start drill on a duplicate report
- ☒ Start drill on the existing report

General Drill Options:

- ☐ Prompt if drill requires additional data
- ☐ Synchronize drill on report blocks
- ☐ Hide drill toolbar

BusinessObjects documents

You can view BusinessObjects documents either with BusinessObjects or in a browser with InfoView.

Select a view format:

- ☐ HTML format
- ☐ PDF in InfoView (Adobe Reader required)
- ☒ Enhanced Document Format

OK Close Apply

Viewing and Printing Reports

https://reporting.emars.ky.gov - BusinessObjects InfoView - OFM_EFT_Payments - Microsoft Internet Explorer

AM:infoADVANTAGE

Welcome PVJ0046

Shared Documents
Personal Documents
Inbox Documents
Create Documents
Add Documents

Edit Save Send Add to My InfoView

Summary By Cleared Date
Detail

Report Id: OFM EFT REPORT
Run Date: 8/18/06

Commonwealth of Kentucky
eMARS Financial System
EFT Payments By Cleared Date

Page: 1 of 1
Run Time: 12:12:50 AM

Check Record Date	Check Issue Date	Cleared Date	Check Amount
8/14/06	8/14/06	8/17/06	10,851,000.52
8/15/06	8/15/06	8/17/06	2,238,092.73
8/16/06	8/16/06	8/17/06	263,676.12
8/16/06	8/16/06	8/18/06	5,716,773.27
8/18/06	8/10/06	8/18/06	693,853.04
8/18/06	8/14/06	8/18/06	40,528,909.21
8/16/06	8/16/06	8/21/06	5,315,392.67

Please wait while the report is being processed.

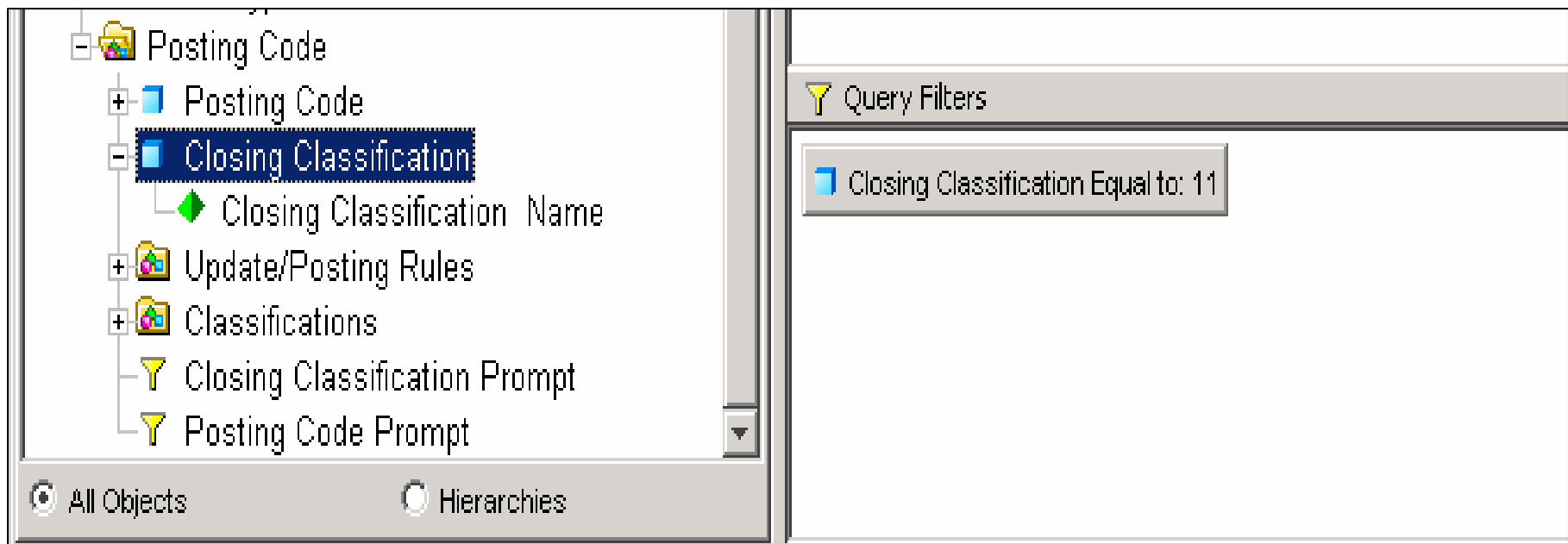
Internet

Closing Classifications

Closing Classification	Closing Classification Name
1	Asset Roll Forward
2	Liability Roll Forward
3	Equity Roll Forward
4	Contra Asset Roll Forward
5	Cash Roll Forward
6	Accounts Left In Old Year
7	Equity Offsets Closed To Net Assets
10	Cash Expenditures
11	Accrued Expenditures
12	Encumbrances
13	Pre Encumbrances
14	Collected Revenue
15	Billed Revenue

Closing Classifications

Closing Classification – in infoAdvantage



Additional Tips

- Joining Universes
 - You can NOT join universes using infoAdvantage
 - Requires Business Objects Thick Client
- Suppressing Data in infoAdvantage
 - Rows can NOT be suppressed to just show totals
 - Rows can be shrunk in height as a work around but the report is not pretty
 - Requires Business Objects Thick Client

Additional Tips

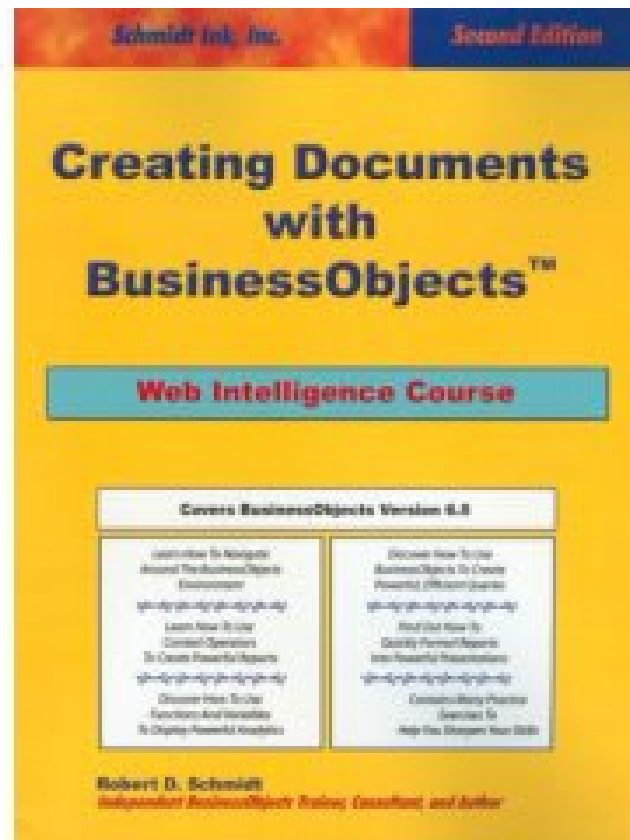
- Editing Thick Client Reports
 - You can NOT edit Thick Client reports using infoAdvantage, only those reports created in infoAdvantage.
 - Requires Business Objects Thick Client

Business Objects Thick Client

- Obtaining License for Business Objects Thick Client
 - Contact your departmental technical resource or contact COT Helpdesk
 - Version 6.5.1 SP2
 - Newer versions are NOT supported

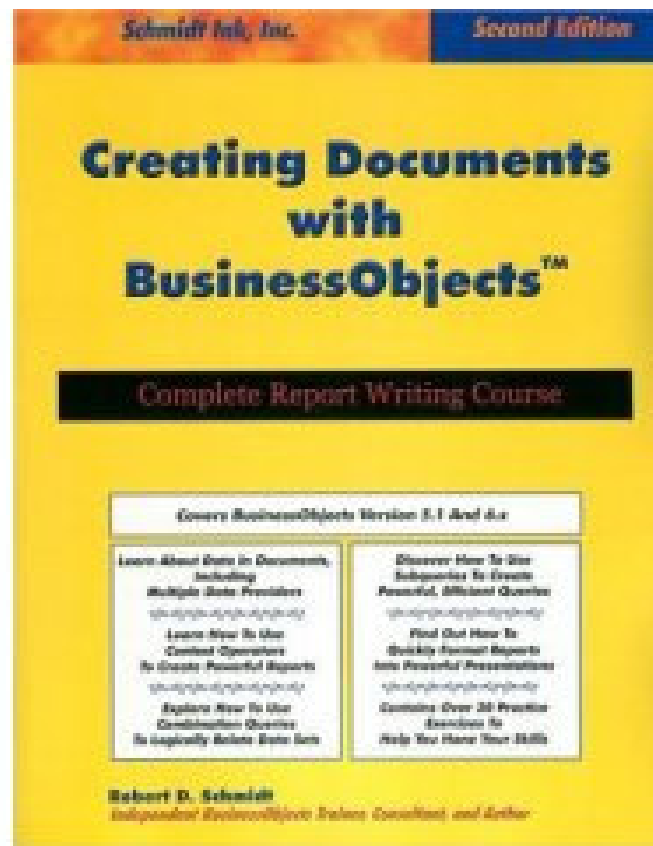
Resources (Books)

- Creating Documents with Business Objects: Web Intelligence Course by Robert D. Schmidt



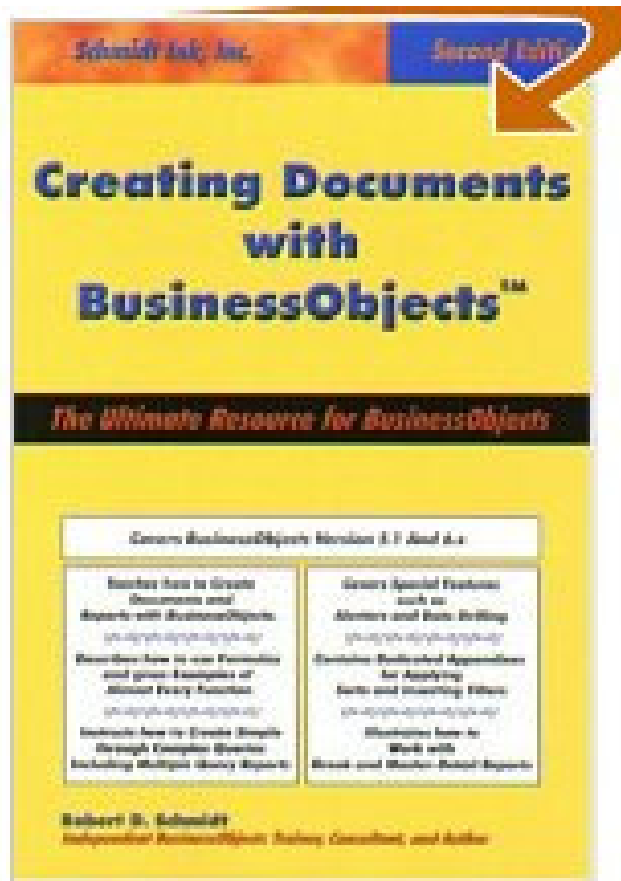
Resources (Books)

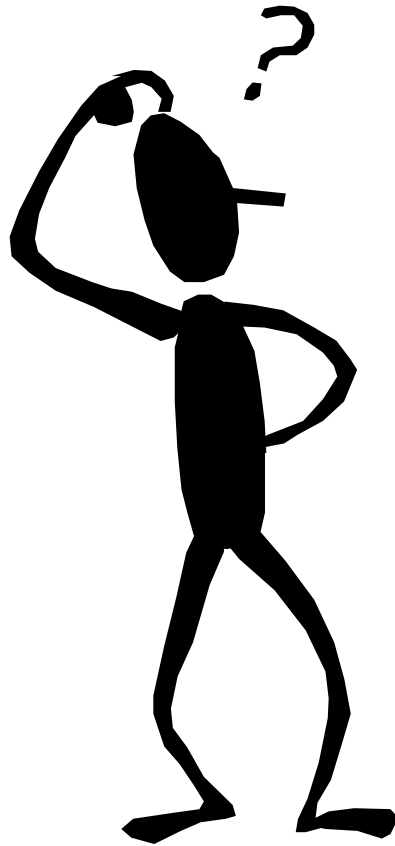
- Business Objects: Complete Report Writing Course
by Robert D. Schmidt



Resources (Books)

- Creating Documents with Business Objects: The Ultimate Resource for Business Objects by Robert D. Schmidt





Questions?

Next Steps

- Focus Groups
 - Frequency
 - Topics
- Potential Newsletter Articles for End-Users
- Verify/Identify Reporting Leads

Support Organization

Customer Resource Center

- Help Desk Support
- Open Monday thru Friday 7:30 a.m. – 5:00 p.m.
- New Email to log requests. Place a meaningful subject on the email and a full description in the note

Finance.CRCGroup@ky.gov

502-564-9641 or toll-free 877-973-HELP

